

Continuing Professional Development Audit Checklist

Please ensure the following documents and records are present in your response to an audit request by the Board.

When submitting logs or attendance records to the Board, upon their request, electronic submittals by email (to: jim.szatkowski@ipels.idaho.gov) of scanned or other electronic records are preferred.

- _____ PDH Log for the appropriate time period is included
- _____ PDH Log for the previous time period(s) if carry-forward credits used to reach required hours is(are) included
- _____ PDH Attendance Records (Certificates, sign-in sheets, or other such documentation for every item claimed in log(s) are included)
- _____ Verify that two (2) or more activities are included in audit period (Activity areas are numbered 01-11 under paragraph 005 of Rule. Only courses with accredited CEUs count under 03, else they fall under 04.)
- _____ Verify that teaching or presenting is credited 2 hrs for each hour presenting (first time only, subsequent presentation are not counted and only "above and beyond normal job assignments.")
- _____ Verify that self-study is credited at 1/2 hr for each hour of study
- _____ Verify that activity areas with maximum hours are not exceeded (Areas 06,07,08,09, and 11)

Certified as complying with the IDAPA 24.32.01.200-206 Rule: _____

License # _____

Date: _____